

# Activating the IAQ Management Plan

IAQ Coordinator

School

Date Completed

Use the checklist below to record and monitor the steps you have taken to activate the IAQ Management Plan.

Steps Taken	Date	Comments/Notes
<b>1. IAQ Coordinator Selected</b> Name:		
<b>2. Guidance Read</b>		
<b>3. Administrative Support Obtained</b>		
<b>4. Requested Additional Information on Radon</b>		
<b>5. Requested Additional Information on Integrated Pest Management</b>		
<b>6. Requested Additional Information on Lead</b>		
<b>7. IAQ Checklist Interval Established</b> # of times each year:  Dates:		

Steps Taken	Date	Comments/Notes
<b>8. Emergency Response Prepared</b>		
<input type="checkbox"/> Local health agency contacted		
<input type="checkbox"/> IAQ professional(s) identified and contacted		
<input type="checkbox"/> Equipment and supplies for wet carpets ready or local professional cleaning firm ready		
<input type="checkbox"/> Local IAQ Service Providers form filled in		
<b>9. Committees and Groups Informed</b>		
<input type="checkbox"/> Health and safety committee(s)		
<input type="checkbox"/> Building committee(s)		
<input type="checkbox"/> PTA		
<input type="checkbox"/> Others:		
<b>10. IAQ Policies Prepared and Distributed</b>		
<input type="checkbox"/> Smoking		
<input type="checkbox"/> Pest control		
<input type="checkbox"/> Ventilation system operation		
<input type="checkbox"/> Painting		
<input type="checkbox"/> Others:		